

COURT BUDGET ANALYST

DEFINITION

Under direction, coordinates the development of the Court budget, prepares revenue and expense projections and analyses, participates in year-end closing and audit activities; completes special projects and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is differentiated from the Court Administrative Analyst in that the latter focuses on operational activities studies such as CASAS, workflow analyses, etc.

ESSENTIAL FUNCTIONS

1. Coordinates the development of preliminary budget data; develops budget guidelines; determines the budget impact on programs; prepares analysis of budget revenue and expenditures; develops payroll projections; prepares budget justifications; prepares monthly budget analysis and variance reports; maintains records of budget transfers and revises master file.
2. Makes projections of annual cash flow; analyzes monthly cash flow position and determines variance in comparison to projected cash balances.
3. Assists in the identification, assessment and resolution of complex financial issues and problems impacting the court budget.
4. Assists in the preparation of annual reports and financial statements and disclosures; conducts analyses; prepares presentations of forecasting results for operating revenues and expenses.
5. Completes special projects as required such as five-year financial plans and analysis of variance in revenue and expenditures.
6. Reviews proposed legislation and existing statutes and determines fiscal impact on Court.
7. Attends meetings; may be assigned or appointed to working groups and committees; prepares and makes presentations as required.
8. Costs out and analyzes salary and benefit proposals and packages for presentation in labor negotiations.
9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in finance, accounting, business or public administration or closely related field and three years of professional analytical experience, including two years in budget development, analysis and planning. Additional directly related experience may be substituted for the education on a year for year basis. Possession of a directly related post graduate degree may be substituted for one of the three years of required experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience working in a court or legal environment is desirable.

Knowledge of

Generally accepted accounting principles and practices, methods and techniques; principles and practices of governmental budget management; methods of economical and statistical analyses; automated accounting systems; business software applications including spreadsheet software; governmental reporting requirements.

Ability to

Analyze a variety of accounting transactions and related data to develop financial statements; interpret and apply court and other policies and procedures, laws and requirements related to financial transactions and reporting requirements; operate common office equipment including computers and related accounting and financial reporting software; organize work to meet deadlines; work independently with minimal supervision; communicate effectively both orally and in writing, including public presentations; establish effective working relationships with those contacted in the course of assigned duties.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 11/04